

# JUNIOR SCHOOL

HANDBOOK 2021



Lauriston  
GIRLS' SCHOOL

A school for life

**A school for life.**

# Welcome to Junior School

## **We warmly welcome you to the Lauriston Junior School.**

In the Junior School we strongly believe that respectful relationships provide a solid foundation for life. We aim to foster and sustain positive and productive relationships between staff, students and families.

The School acknowledges that each child is unique. Learning experiences provide for the variety of individual differences that make up each class through the development of stimulating and challenging programs. Learning is based on success for all and children's sustained efforts and achievements are acknowledged and valued. Continuous evaluation and reflection on the development and delivery of rich programs ensure that all children are provided with the appropriate balance between challenge and support.

The Junior School is a learning environment where girls feel respected and valued; a place where childhood is celebrated; a safe place of warmth, fun, joy and laughter where learning flourishes.

The education of our students is a joint responsibility between parents and the School. By working together we will endeavour to ensure your daughter's years in the Lauriston Junior School are happy and rewarding.

Yours sincerely

Chris Toms

**Vice Principal, Head of Junior School**

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# Key Contacts



Susan Just  
**Principal**

Chris Toms  
**Vice Principal,  
Head of Junior  
School**

Debbie Henderson  
**EA to Head of  
Junior School**

Kate Hehir  
**Assistant Principal  
- Junior School  
(Curriculum and  
Learning)**

Jennifer Owens  
**Years 3-6  
Teacher Mentor**

Caroline Long  
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Teacher Mentor**



Peta Hayes  
**School Nurse**

Deanne Read  
**School Nurse**

Sarah Ballantyne-  
Brodie  
**School  
Psychologist**

Tammie Lovett  
**School  
Psychologist**

Emma Steer  
**School  
Psychologist**

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<b>Main Reception</b>	9864 7555	<b>Lauriston Website</b>	<a href="http://lauriston.vic.edu.au">lauriston.vic.edu.au</a>
<b>Junior School Office</b>	9864 7568	<b>Sport Blog</b>	<a href="http://sport.lauriston.vic.edu.au">sport.lauriston.vic.edu.au</a>
<b>Health Centre</b>	9864 7608	<b>Lauriston Parent Portal</b>	<a href="http://schoolbox.lauriston.vic.edu.au">schoolbox.lauriston.vic.edu.au</a>
		<b>Flexischools</b>	<a href="http://flexischools.com.au">flexischools.com.au</a>

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<b>Junior School Office</b>	<a href="mailto:juniorschool@lauriston.vic.edu.au">juniorschool@lauriston.vic.edu.au</a>
<b>IT Helpdesk</b>	<a href="mailto:helpdesk@lauriston.vic.edu.au">helpdesk@lauriston.vic.edu.au</a>

# Junior School A-Z

## ABSENCES

If a child is going to be absent from school because she is unwell, parents should call the Junior School office before 8.30am on 9864 7568. They should email their daughter's class teacher on the day the student returns to school (a written note is a legal requirement when a child is absent). If a student is absent and the School hasn't been given notice, staff in the Junior School office will send her parents a text message.

In terms of medical appointments, the School encourages parents to make them during holidays or after school hours to avoid interruption to learning. Similarly, holidays are best organised during term breaks – if that is not possible parents should notify the Principal, in writing as far in advance as possible.

## ACADEMIC CARE STRUCTURE

The Junior School is made up of three areas of the School: the Kindergarten, Blairholme (Prep to Year 2), and Montrose (Years 3 to 6). This booklet focuses on Blairholme and Montrose; there is a separate handbook for the Kindergarten.

### Kindergarten

The Kindergarten caters for three and four year old boys and girls. The learning environment is inspired by the philosophies of the schools of Reggio Emilia in Italy. Through a range of rich experiences, children and staff investigate their world together and reflect on their understandings within a supportive learning community.

### Blairholme – Prep to Year 2

The School's Prep, Year 1 and Year 2 girls take their classes at 'Blairholme', in stunning gardens on Murray Street. Staff in Prep and Year 1 teach a curriculum based on the Walker Learning Program. This program ensures the children's first years of schooling are developmentally appropriate, catering for their natural curiosity and developing a love of learning. Staff provide a stimulating and happy environment designed to develop the girls' confidence and self-esteem, at all times encouraging their individuality.

The learning environment at Blairholme strives to:

- recognise the unique stage of development of girls of this age by providing appropriate experiences
- provide 'hands on' and creative experiences to harness and expand natural curiosity
- provide learning programs that ensure solid foundations in literacy and numeracy are developed and reflect children's individual needs, interests, and experiences
- promote positive relationships – learners learn more effectively when they feel positive about themselves and are able to establish good relationships

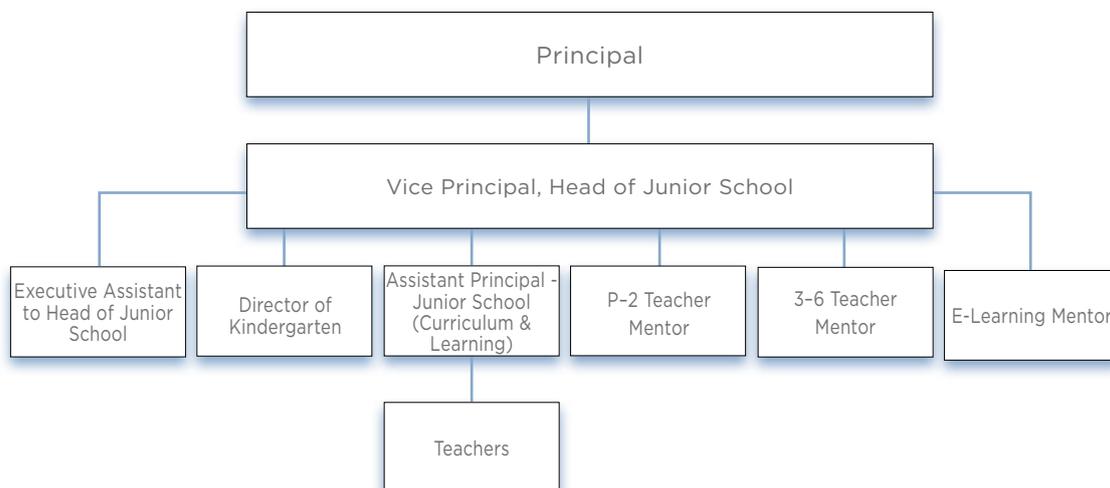
## A school for life.



## Montrose – Years 3 to 6

At this stage of the students' education, staff gradually encourage greater independence so the girls ultimately take control of their own learning. Literacy and Numeracy continue to be an important focus. Students study integrated 'Units of Inquiry' on topics that help them to understand themselves and their place in the world, how the world works, and ways they can contribute.

At the same time, the students are learning how to learn and the value of focused inquiry and they start owning the learning process. Girls enjoy a comprehensive specialist program and a range of extra-curricular experiences.



## Houses

From Prep, all students are grouped into one of four Houses: Andrews (light blue), Irving (yellow), Kirkhope (red), and Mitchell (white). Through sporting and House competitions they continue to develop allegiance to their House throughout the year.



## ASSESSMENT

Assessment is integral to all teaching and learning, and central to the School's goal of thoughtfully guiding primary students through the five essential elements of learning: understanding concepts, acquiring knowledge, mastering skills, developing attitudes, and observing and responding to others in the classroom.

For students in the Junior School, assessment of their progress is an ongoing process in which staff gather information about achievement and performance, determine its significance, and make decisions about future learning. Using Australian 'normed' benchmark tests and interviews, teachers implement the learning program. They use other assessment strategies suitable to each age group to build a picture of each student's knowledge, skills and attitude in all areas of the curriculum.

## Timetable

In addition to a portfolio of work sent home each term or a Seesaw digital portfolio entry, teachers report on students throughout the year based on the following:

Term 1	Term 2	Term 3	Term 4
<ul style="list-style-type: none"><li>Schoolbox</li></ul>	<ul style="list-style-type: none"><li>Semester 1 report</li><li>Schoolbox</li></ul>	<ul style="list-style-type: none"><li>Schoolbox</li></ul>	<ul style="list-style-type: none"><li>Semester 2 report</li><li>Schoolbox</li></ul>

## CAMPS

From Year 3 at Montrose, students take part in the following outdoor education activities and gradually build their skills:

- Year 3 camp – a visit to Healsville Sanctuary followed by an overnight stay at Candlebark Farm
- Year 4 camp – an introduction to outdoor education including team building and beach activities, held at Waratah Bay, Wilsons Promontory
- Year 5 camp – a visit to Sovereign Hill and an outdoor education camp that focuses on an integrated unit of inquiry
- Year 6 camp – a 4-day trip to Canberra to investigate Australia's political system, which complements the Year 6 unit of inquiry on Government

Teachers send home a letter to parents on the requirements of each of these camps and the cost.

## Excursions

Staff arrange Junior School excursions to enrich the educational, cultural and physical programs. They let parents know all the details via email. There is no additional cost for these outings. Any parents wishing to help will need to have a current Working with Children check.

## A school for life.



## CO-CURRICULAR ACTIVITIES

The School offers numerous co-curricular activities before and after school, and during lunchtimes. Parents can find up-to-date information in the Co-curricular Activities Booklet. The School recommends parents discuss co-curricular commitments with their daughter's class teacher to ensure the right balance between class time and extra-curricular activities.

## COMPUTERS

Year 5 students and Year 6 students will be required to purchase an Apple Macbook for use in the classroom and at home.

## CONTACTING THE SCHOOL

Parents are invited to contact their child's class teacher or specialist teacher through the Junior School office on 9864 7568 if they have concerns or if they would like to know more about the class program. They should also go through the office for appointments with the Vice Principal, Head of Junior School or the Director of Curriculum.

## CURRICULUM

The Junior School curriculum is comprehensive and offers lifelong learning opportunities. It is taught by caring and passionate teachers who nurture and challenge the talents of every student. The syllabus is broken down into core subjects and specialist programs, as outlined below.

### Core subjects

**English** – The English program aims to develop students' skills in speaking, listening, reading, viewing and writing so they can use them with confidence, purpose, and enjoyment.

**Reading** – The curriculum encourages students to develop a curiosity and love of literature as reading affects all areas of learning. Children should read each night, supported in the home reading program by parents who model valuable reading behaviours and give staff feedback on home reading experiences. Through the program, students develop learn-to-read strategies as they develop the capacity to read to learn.

**Writing** – People use writing to create meaning, to explore ideas, to record actions, and to communicate thoughts, wants, and ideas. Writing is also a powerful tool of influence. In this component of the program, students learn to construct messages and represent their ideas, opinions, feelings and information in print and digitally as a means of communicating.

**Spelling** – Staff have a consistent approach throughout the Junior School. In the primary years students develop an understanding of spelling strategies including phonics, incorporating auditory and visual patterns in the early years, understanding meaning-based spelling, and spelling a bank of commonly used words. Teachers use THRASS (teaching handwriting, reading and spelling skills) and SMART Spelling to develop literacy skills throughout the Junior School.



**Mathematics** – Mathematics in the Junior School is made up of three strands: Number and Algebra, Measurement and Geometry, and Statistics and Probability. As students work towards achieving the standards in mathematics they engage in a combination of formal, hands on, and open-ended experiences. The emphasis is on applying strategies and formally recording mathematical understandings, where teachers encourage students to explain their reasoning.

The daily ‘numeracy hour’ focuses on interactive teaching approaches, used within a whole class context. The typical format for numeracy hour is in three parts:

- Warm-up oral and number sense activities (5 to 10 minutes)
- Main teaching activity – investigating a problem or introducing a concept (30 to 45 minutes)
- Plenary – summarising and consolidating the lesson, clearing up misconceptions (5 to 10 minutes)

Students gradually develop knowledge and skills using concrete materials in real life and hands on activities, creating a foundation upon which they can build more abstract mathematical ideas and concepts. Teachers draw on students’ knowledge of the world, and ways of learning at all levels across the School, to ensure that moving to more abstract mathematical thinking is interesting and meaningful.

**Science** – This subject is timetabled weekly. Girls are encouraged to see the sciences as having purpose and relevance to their lives, and to develop at a young age a positive view that science in all its forms is accessible to women.

There are also co-curricular opportunities to promote science to girls who demonstrate a real commitment to its fields. These include STEM-based programs (integrating the disciplines of science, technology, engineering and mathematics), competitions, lunchtime clubs, and robotics (including participating in Robocup).

**Information Technology** – Information Technology is an integral part of the teaching and learning program from Prep to Year 6. Teachers encourage students to use technology confidently and effectively to acquire, process and communicate information, and to explore creative ways of transforming data. In the classroom, technology is used as a teaching and learning tool across all areas of the curriculum, including to help students access, store, retrieve, organise, collaborate and present information.

From Years Prep to 4 students have access to iPads with varied opportunities to use the camera, microphone and a range of apps. In Years 5 and 6 students use Macbooks to support their learning. Students across the Junior School also have access to a range of peripheral technologies including Lego EV3 Robots, Sphero, Beebots and green screen equipment.

Cyber safety is an important aspect of technology education, and the girls participate in lessons to raise their awareness of privacy, cyberbullying, and copyright – guest speakers, online safety programs and classroom projects are all on the learning timetable.

## A school for life.



## Specialist programs

From Prep to Year 6 all girls attend specialist programs in the areas of Physical Education (PE), Music, Chinese (Mandarin), French (5-6), Visual Arts, and Library. Drama becomes a specialist program from Years 4 to 6.

**PE** – The School recognises that exercise and movement are key to a healthy lifestyle. It encourages full participation in PE and Sport for all girls in the Junior School, providing opportunities for the girls to:

- understand and practise the skills necessary to participate in a wide range of physical activities
- understand the importance of health and fitness
- understand the skills and rules specific to particular sports so they can experience success
- participate in and experience enjoyable physical activities regardless of their ability
- develop and foster good sporting attitudes and a high standard of sporting behaviour relating to self control, discipline, cooperation, tolerance, and respect for others
- be involved in activities such as House Swimming, Athletics and Cross Country Carnivals to encourage House and School spirit
- try out for District competitions – a pathway to the State Championships

The PE curriculum covers the following:

- Fundamental Motor Skills
- Swimming – Prep to Year 6 (Term 1 and 4)
- Year 5 House Sport
- Modified Team Sports
- Hockey
- Cricket
- Tennis
- Skipping
- Year 6 Sport
- Gymnastics and Dance
- Minor games
- Athletic skills
- Tee-ball
- Basketball
- Soccer
- Volleyball

**Music** – A Music Program based on Kodaly and Orff philosophies of Music Education begins at Blairholme. This foundation is built upon throughout the Junior School years. There is a compulsory String Program in Year 3 which includes small group lessons and String Orchestra. Students are encouraged to continue with the Program in Year 4.

In Year 5 a compulsory Band Program runs for one semester.

As well as the Classroom Music Program, all girls in Prep-Year 4, participate in a timetabled Choral Program once per week.

In Years 5 and 6, girls are invited to join a range of co-curricular ensembles and choirs which rehearse before and after school



or during lunchtime. These include the following:

Yr 5- 8 String Orchestra

Yr 5-8 Concert Band

Yr 5-8 Percussion

Yr 5-8 Saxophone Ensemble

Yr 5-8 Guitar Ensemble

Yr 5-8 Flute Ensemble

Montrose Choir (Unauditioned Choir)

Laurietta (Auditioned Choir)

Instrumental Lessons:

The Lauriston Music Department offers private Instrumental lessons on a wide range of instruments.

Enrolments are completed via Flexischools on the school website. Lessons are conducted during the school day and students come out of a class on rotating timetable.

**Visual Arts** – Visual Arts – Through the visual arts, students explore many ways of experiencing, developing, representing and understanding ideas, emotions, values, and cultural beliefs. They learn to take risks, be imaginative, question prevailing values, explore alternative solutions and engage in artistic criticism. Further, they are able to develop, practice and refine techniques, share opinions and extend the limits of currently accepted parameters.

This subject focuses on developing the students' ability to discuss, make and appreciate art. The emphasis is on enjoyment while skills both existing and new are practised, extended and refined. To this end, a wide range of media and materials are provided. Students are encouraged to explore the creative nature of these materials along with their own sense of imagination. Additionally, cross-curricular activities between the art room and the classroom occur at various times throughout the school year.

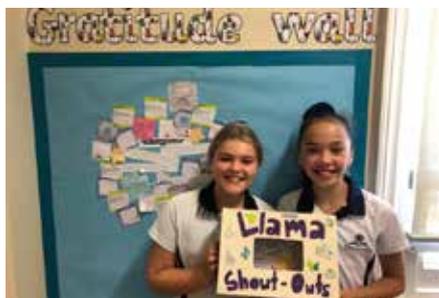
**Library** – The Montrose Library is a well-resourced facility with a teacher-librarian and a part-time assistant. It is open from at 8.00am until 4.00pm, including most lunchtimes. All Junior School classes have a library lesson that covers borrowing, literature appreciation, and research skills. Students recommend personal reading to their friends and can request books to be added to the shelves.

As part of the library program, students participate in Children's Book Week in which they can enter writing and reading competitions and a dress-up parade. They also enjoy a book sale and visits by authors and illustrators who run talks and workshops.

**Chinese (Mandarin)** - All students in the Junior School will be learning Chinese Mandarin up to the end of Grade 5. They have the choice in Grade 6 to continue just with Chinese, continue just with French (which they commenced in Year 5), or continue with both languages..

The program is based on the Australian National Curriculum. It focuses on both culture studies and the language.

## A school for life.



Students will be able to read and spell Pinyin (the Chinese phonetic system) and understand the difference between this and English; recognise simple characters and write them in the correct stroke order as well as constructing commonly used sentences. Visual and audio aids will be used to immerse students in songs, chants and rhymes to develop their listening and speaking skills.

**French** - In Grade 5, students begin French using the AIM (Accelerative Integrated Method). This is a highly accelerative language teaching method that uses music, dance, gestures and theatre to support learning. In this way, they are able to practise the 5 macro skills of listening, reading, speaking, writing and viewing. AIM classes are highly interactive and students are speaking in the target language for the entire class. Often, they are also asked to gesture as well. They stand up and move, dance and sing in every class.

In addition to a strong focus on oral language development, students will also develop written language skills through work with story and drama. At the end of each Level, students will present a play in French. They will also have completed a workbook of scaffolded written language activities.

They can choose to continue their French studies in Grade 6.

**Drama** - Students in Years 4 to 6 apply drama skills used in performance and learn through experience. The program links into classroom topics and themes, and each term builds on the girls' skills through group play supported by props, costume, music, and text.

## Thinking skills

The curriculum incorporates thinking skills from Kindergarten through to Year 6 as follows:

- Reasoning, processing, and inquiry - Students collect information from primary and secondary sources to answer their own and others' questions, challenging the validity of sources when appropriate. They apply thinking strategies to organise information and concepts in different contexts, including problem-solving activities. They provide reasons for their conclusions.
- Creativity - Students apply creative ideas in practical ways and test the possibilities of the ideas they generate. They use open-ended questioning and integrate information to explore ideas.
- Reflection, evaluation, and meta-cognition - Students identify the strategies they use to organise their ideas and use appropriate language to explain their thinking. They identify their point of view and justify changes in their thinking.

## Inquiry learning

In a rapidly changing world, young people must become proficient at selecting, critiquing and applying their learning. Inquiry learning therefore seeks to help the students grow into inquiring and resourceful individuals who can demonstrate what they know.

Within the Junior School, studies of Humanities, Design Technology, Science, Health, Information and Communication Technology - as well as philosophical discussions - are incorporated into integrated units of inquiry. Students form their own



questions about a topic and have time to explore the answers. They use the processes of English, Mathematics and the Arts to develop and express their understandings.

## **English as an additional language**

EAL support is provided for students from language backgrounds other than English. EAL teachers assist these girls to improve their reading, writing, speaking and listening skills through in-class support and targeted small group tuition.

After-school EAL classes are offered to girls who require additional support in Years 1 – 6.

## **Individual differences**

The School provides a differentiated program within the classroom to cater for a range of girls abilities and needs. The role of the Individual Differences teachers is to provide support and extension to the girls. Girls are also given opportunities to fulfil their potential through special classroom projects and events including Maths Olympiad and ICAS (an independent, skills-based assessment program).

## **FLEXISCHOOLS**

The School does not permit students to bring in cash and, in a move to a cashless system for student purchases, we introduced Flexischools. Flexischools is used for the purchase of Refectory and Uniform Shop products, as well as other student items and activities. All parents must set up an account for their daughter by visiting [www.flexischools.com.au](http://www.flexischools.com.au); this account is linked to their daughter's student ID card. Please contact Flexischools directly via their website if you have any issues.

## **ID cards**

Each student in Years 5–6 is issued with a photo-ID card that she can link to her Flexischools account.

## **HEALTH AND WELLBEING**

Lauriston Girls' School is fortunate to have registered nurses and psychologists onsite to help provide immediate care for your daughter should the need arise. They have a close working relationship with each other, optimizing the quality of care delivered.

A number of teaching staff also have basic first aid qualifications, and will oversee first aid on camps and excursions.

The Health Centre is open from 8.00 am to 3.00 pm, and school psychologists are contactable during school hours.

Students should not present to school if they are unwell. They must remain at home until their health issue has resolved completely. This is particularly important since the COVID-19 pandemic.

## A school for life.



If your daughter is displaying any signs or symptoms of COVID-19, she must stay home, get tested, and isolate until she receives the test results. If she has a positive test result, please immediately notify Ms Susan Just via email, [justsu@lauriston.vic.edu.au](mailto:justsu@lauriston.vic.edu.au) and the Health Centre [nurse@lauriston.vic.edu.au](mailto:nurse@lauriston.vic.edu.au)

If your daughter has a fever, diarrhea or is vomiting, she must remain at home for 24 hours after the last episode, as per Australian Government guidelines.

Students who feel unwell while at school, should present to the Health Centre to be seen by the School Nurse. On rare occasions it may be a trained first aider manning the Health Centre.

The School Nurse will contact parents of children presenting to the Health Centre at their discretion, and on occasions may ask that your daughter be collected from the Health Centre and taken home, or for further medical treatment. It is imperative that contact details, including those emergency contact details are kept up to date.

## Medical conditions

If your daughter has a medical condition that requires an action plan (eg. Anaphylaxis, asthma, diabetes or epilepsy), it is a school requirement, and in some instances a legal requirement, that these are reviewed and updated yearly. Please forward these directly to the Health Centre. It is an expectation that your daughter has an in-date supply of treatment medication available for her use at all times while at school. In most instances these will be held in the Health Centre.

Please make contact with the School Nurse directly if your daughter's health status alters in anyway during her schooling years at Lauriston Girl's School. This will enable your daughter's medical records to be updated, and optimal care provided if ever required.

## Medication

Students must not self-medicate while at school. All medication must be handed to the School Nurse in the original packaging. The School Nurse will administer as per the Medication Authorisation Form. The form can be downloaded from Schoolbox, and is to be completed by a parent/guardian and forwarded to the School Nurse/Health Centre, along with the medication.

Students suspected of concussion while at school or a school sanctioned activity, must be collected by parents/guardian as soon as possible once contacted, and taken for immediate medical review.

If a student is diagnosed with concussion, regardless whether the incident occurred in or outside of school hours, it is expected that students only return to school with medical clearance and a Return to School Plan. The plan is to be forwarded to the Health Centre on return to school. Refer to 'Concussion Management and Minor Head Injury' policy.

Students should not return to sport until they have successfully returned to school. A second medical clearance letter must be provided prior to returning to full contact practice.



## Head lice

From time to time head lice present a problem at every school. Parents/guardians can help minimise the problem by:

- regularly checking their child's head with comb and conditioner
- notifying the school as soon as eggs or lice are detected
- treating their child's hair on detection, followed by a second dose as per the packet instructions, usually 7 days later

The school nurse will contact parents to collect a student if they have been found to have live lice in their hair. The student may return to school once effective treatment has begun.

## HOME TASKS

The purpose of home tasks is to encourage students to take responsibility for their own learning, and to develop self-discipline and independence in the learning process – starting at primary level.

The aims of the home learning program are to:

- provide positive communication between the School and home
- promote an understanding of the School program
- develop time management and organisational skills
- foster and develop independent, regular study habits
- provide an opportunity for students to take responsibility for their learning

## Time allocated to 'home tasks'

Prep to Year 1 – Students should read with parents every day (reading themselves and being read to) and make the most of real life numeracy opportunities (counting and simple adding and subtracting).

Year 2 – In addition to the activities at Prep to Year 1 level, students should undertake varied word-study and simple maths exercises. As a guide, they should do this Monday to Thursday for 15-20 minutes.

Years 3 to 6 – Reading and literature are important aspects of the program at this level. Students are expected to spend time on private reading every night. Teachers also encourage students to practise their times tables and personal spelling words. In addition, we recommend the following time commitment four nights a week for specific home tasks:

- Year 3 – 15 minutes
- Year 4 – 20 minutes
- Year 5 – 30 minutes
- Year 6 – 40 minutes

Home tasks can be set by specialist teachers (for example Mandarin), and classroom teachers take this into account so students are not overburdened.

## A school for life.



## Parent role

To ensure students get the most out of their Home Tasks, the School asks parents to:

- be involved in the reading at home program by listening to, reading with, and reading to their children (in equal amounts)
- check that the work recorded in the diary is completed
- write a note in the diary or contact the teacher if they perceive any problems
- ensure children complete home tasks thoroughly and completely
- discuss and guide but avoid the temptation to do the tasks themselves

## LEADERSHIP

Throughout the Junior School there are numerous opportunities for girls to learn about leadership and to take on positions of responsibility in their classroom and within the broader School. By giving students a chance to lead, the School encourages them to assume a positive place in an evolving global and democratic community – preparing them for life generally.

At the beginning of each year, many year levels undertake a unit of inquiry that seeks to understand relationships in line with the School values. Students learn about relating to friends, peers, teachers and other adults, and about different ways to be a leader in cooperative groups.

As they move through the Junior School, students can take on greater responsibility. At Blairholme in Year 2, girls are acknowledged as leaders of the Blairholme community. They help lead Blairholme assemblies and conduct school tours on the Blairholme Open Day, and they look after their Prep ‘buddies’.

In Years 3 to 6, students can be elected representatives on the Student Representative Council (SRC), which meets regularly to discuss School issues. Girls hold their positions for one semester.

Each fortnight Year 6 girls lead the Junior School assembly in the Irving Hall. Blairholme students present items of interest and take part in simple performances. Montrose students discuss topical issues, present reports, and make class presentations that can also be musical or dramatic. Parents are very welcome to attend these assemblies. Assemblies are a way for the Junior School to function as a whole community and provide opportunities for student leadership.

### Year 6 Leadership program

In Year 6 the girls are given more specific student leadership opportunities – for example special duties, leading activities in the classroom, and performing and leading activities at assemblies. The Year 6 leadership program is based on a ‘distributed leadership’ model that allows every student in the final year of primary school to hold a position of responsibility to unlock the



leadership potential in all.

The Year 6 leadership experience is designed to:

- embrace all members of the year level as leaders
- lead to the empowerment of individuals
- value the contribution of individuals
- offer each student new opportunities to develop her own leadership style and skill set
- enhance the range and quality of student learning by expanding students' capacities
- encourage collaboration and teamwork
- demand a commitment by each student to learn and develop
- provide opportunities to show initiative, be creative, and risk take
- earn students the respect of others through their actions
- expose students to decision-making processes that will allow them to reflect on their own values and beliefs, making them more self-aware

## **LUNCH ORDERS**

Blairholme students eat lunch supervised by a class teacher. Girls can bring their lunch from home or buy it through the refectory using a Flexischools account. The account can be established at [www.flexischools.com.au](http://www.flexischools.com.au).

The menu and prices are updated each term and are available on Schoolbox and a list is sent home early in Term 1. Parents should explain to their child that she has a lunch order and remember to send a snack or piece of fruit for recess.

Montrose students eat lunch together in the refectory each day at 12.45pm, supervised by staff. Girls in Years 3 and 4 can buy their lunch through the lunch order system. Girls in Years 5 and 6 can buy their lunch directly from the refectory also using Flexischools. The refectory is open from 7.00am to 3.45pm daily (closing only between 11.30am and 12.30pm). Parents need to ensure there is an adequate balance on their child's Flexischools account.

Junior School students are not allowed to buy items from the refectory during recess.

## **Birthday celebrations**

If parents would like their daughter to share a birthday treat with her class they should speak to her class teacher. Small cakes and items that can be easily distributed are more suitable than a large cake. Lollies are not appropriate.

When it comes to invitations, to avoid causing offence parents should not distribute them at School. The class list is the best source of contact details.

## **BEFORE AND AFTER SCHOOL CARE**

The School has before and after school care which is operated by TeamKids. The service is designed with working families in mind, ensuring parents can continue in their work environment without concerns about the safety and care of their children. Before school care is available from 7.00am. After school care starts from the end of the school day and finishes at 6.00pm.

## A school for life.



At TeamKids, students take part in fun and challenging activities including crafts, cooking, dance, sport, and games. The well-trained staff provide an environment in which the children can relax and make new friends. They also provide a nutritious afternoon tea – the menu varies daily and is in line with a healthy eating policy that includes seasonal fruits and wholesome snacks. The staff are even available to walk children to any on-campus co-curricular activity that is scheduled during operation times and to collect them afterwards.

The enrolment process is simple and user-friendly at TeamKids. Families enrol and manage their own accounts and bookings. Children can be enrolled on a permanent or casual basis.

## Holiday program

With the exception of public holidays or when the School is officially closed, TeamKids operates holiday programs from 7.30am to 6.00pm each day of the holidays. Each day staff run themed activities, along with incursions and excursions. In the past children have enjoyed rock climbing, ceramic painting, photography, go-karts, soccer coaching, and a rock concert. There is always on offer a mix of art and craft, drama, dance, music, cooking, and outdoor activities.

# PARENT COMMUNICATIONS

Junior School staff have frequent contact with parents, updating them on current activities and discussing their child's development. All forms of communication are important links in the School/home partnership.

## Diaries

Students in Years 2-6 are given a diary on the first day of the school year. The diary records all work that has to be done and when it is due, and reminds students what is needed to be brought to school each day. For this reason it should be taken to every class and home every night. The diary is also used for teachers and parents to communicate, so it should not be used to record personal information or add decorations. Parents need to sign the student diary at regular intervals.

In Year 2, the diary is sent home in a navy blue zipped message wallet that teachers check daily. Parents should check the wallet every night for notes and notices and make sure it is sent back to school each morning with their child's take-home readers and student planner.

Montrose students use the same system, although in Years 5 and 6 girls locate their home tasks on Google Classroom – an online system that provides students with resources and administrative information associated with their subjects.

## Class diary

A class diary outside each Prep-Year 1 classroom is where parents can write instructions for staff if their child is attending after school care or a tennis lesson, or if she is going home with another carer or friend. The teachers check the diary at home time to ensure all girls are safely transferred to their activities. If plans change during the day, parents should phone the Junior School office.



## **Parent teacher interviews**

Early in Term 1, teachers meet with parents to share information about their daughter's wellbeing and to ensure the teaching and learning program best suits her needs. Teachers also make themselves available for appointments throughout the year.

Parent teacher interviews are also held early in Term 3.

## **Lauriston Parent Portal**

Using the Lauriston Parent Portal, parents can track their daughter's progress on the assessment tasks she has completed for each subject and make direct email contact with her teachers. To access their daughter's academic results online, families are issued an individual login.

## **Parent information evenings**

The School holds information evenings early in Term 1 for staff to outline the educational philosophy and the program of work.

- Prep-Year 2: Term 1, Week 2
- Years 3-6: Term 1, Week 3

## **Lauriston Life**

Lauriston Life is the School's biannual magazine, featuring articles from Kindergarten through to Senior School. It also features wrap ups of events, news from the Old Lauristonians' Association and student achievements.

## **Yearbook**

A copy of the School's yearbook, The Lauristonian, is sent home at the end of the year.

# **PARENT ASSOCIATIONS**

The School has an active parents' association that meets monthly to discuss issues and events in education. The LPA welcomes all parents and encourages them to take part in their activities. Parents can find details of events and contact numbers in the School newsletter.

Parents can also be involved in the Junior School as class representatives and are welcome to join any of the support groups (such as the Lauriston Arts Association) within the School. There are numerous opportunities including fathers' evening, grandparents' week, parent dinners and coffee mornings.

## A school for life.



## PHOTOGRAPHS

Professional photographers take individual and class photographs in Term 1 each year. The cost of these is included in School fees.

## SAFETY

To keep students safe, it is school policy that no Junior School child remain in the school grounds unsupervised. The School asks parents to help by directing children safely into care. All students arriving at school before 8.00am must go to before school care at TeamKids. At the end of the day, children waiting for co-curricular activities must either attend after school care or be taken into the care of their parents.

Any unsupervised part of the School grounds remains out of bounds to children who have been dismissed for the day and are waiting for parents or the start of co-curricular lessons.

## SCHOOL SPORT

In addition to programmed PE lessons within the specialist curriculum, the Junior School offers the following sporting activities:

- Cross country – Term 1
- Athletics – Term 2
- Swimming – Term 4
- House sport – throughout the year

## Interschool sport - Year 6 sport

- **School Sport Victoria** – Students who are 9, 10, 11 and 12/13 years old are eligible to compete in competitions run by the SSV. The competition is for students who meet the criteria for team selection in various sports. The association provides opportunities for girls to compete at different levels depending on their capabilities and level of achievement, for example at district, division, regional, and State events.

## Co-curricular sport

The School conducts the following sports as a co-curricular activity:

- SnowSports
- Athletics training
- Swim squad
- Diving squad
- Cross Country training
- Netball
- Yoga
- Lauriston Netball Club
- Learn to dive
- Hockey skills development
- Waterpolo skills development

There may be additional activities run by external agencies. Parents should refer to the Co-curricular Activities Booklet.



## **SCHOOL TIMES**

Staff supervise children on school grounds from 8.00am until 8.15am when classrooms open. Learning begins promptly at 8.30am. Students are dismissed at 3.15pm. Parents should avoid arriving late in the morning as it means the school day doesn't start smoothly. Children who attend school regularly and on time are more likely to adjust and progress easily, to develop independently, and to be less stressed at the beginning of the day. Punctuality also shows respect for other students and the teacher.

At the end of the school day, any child in Prep to Year 2 who has not been collected from Blairholme by 3.25pm is taken to after school care at Montrose and can be collected from there. A teacher supervises students at the circular drive and Mercer Road gates until 3.45pm, and any Montrose child not collected by this time will also be taken to after school care.

### **Pick-up and drop-off**

The drop-off and collection point for students is the circular drive off Mercer Road. Parents must remain in the car in this drive-through area – parking is not allowed during drop-off and pick-up times. Parents who wish to enter the school grounds need to park their car legally in the surrounding streets. Students can also be dropped off and collected at the Mercer Road entrance.

### **Sun Protection Policy**

Australia has the highest incidence of skin cancer in the world. Skin damage, including skin cancer, is the result of cumulative exposure to the sun and most of the damage occurs during childhood and adolescence. Under the School's Sun Protection Policy, the School 'bucket hat' is a compulsory item of clothing for all students and must be worn in Terms 1 and 4. Parents can buy hats at the uniform shop.

Staff also ask parents to apply sun cream to their child each morning before school – it is parents' responsibility to do this.

## A school for life.



## TERM DATES

### Term 1

<b>Tuesday 26 January</b>	Australia Day (holiday)
<b>Thursday 28 January</b>	New Year 1-6 students visit from 9.00-10.00am
<b>Friday 29 January</b>	Prep-Year 6 students commence  Interview day for Emu & Koala groups - The Village
<b>Monday 1 February</b>	Interview day for Niall House
<b>Tuesday 2 February</b>	Interview day Pelican & Possum groups - The Village
<b>Monday 8 March</b>	Labour Day (holiday)
<b>Thursday 1 April</b>	Term 1 ends (holiday period includes Easter)

### Term 2

<b>Tuesday 20 April</b>	Armadale students commence
<b>Sunday 25 April</b>	ANZAC Day (holiday)
<b>Monday 14 June</b>	Queen's Birthday (holiday)
<b>Friday 18 June</b>	Term 2 ends

### Term 3

<b>Tuesday 13 July</b>	All students commence
<b>Friday 17 September</b>	Term 3 ends

### Term 4

<b>Tuesday 5 October</b>	Armadale students commence
<b>Monday 1 November</b>	School closed
<b>Tuesday 2 November</b>	Melbourne Cup day (holiday)
<b>Tuesday 7 December</b>	Term 4 ends for all students

## UNIFORM

The student planner diary has a complete list of the School uniform, and there are details on the School website. The School expects the uniform will be correct, clean, and in good repair and asks parents to help maintain high standards of general appearance. Teachers make periodic uniform checks.

The following rules apply to uniform in the Junior School:

If hair touches the shoulders it must be tied back in a navy blue band or ribbon

School bags and backpacks marked with the School crest can be bought from the uniform shop

Students must wear full School uniform when they are in public and when they are travelling to and from school; this includes blazers for Years 3 to 6. On hot days, the girls are not required to wear their blazer home and may carry it home instead.

Straw hats are a compulsory part of the uniform in summer. In line with the School's Sun Protection Policy, students must wear sports hats and straw hats at all times in Terms 1 and 4.

#### **Prep-4**

Students in Prep to 4 can wear full PE uniform on days they have scheduled PE lessons.

#### **Years 5-6**

Students in Years 5 and 6 must wear full School uniform to and from school and change into PE uniform for their lessons.

However, there are some exceptions to this rule:

If a child has PE or sport after lunch, they are not required to wear their school uniform home.

If a child has PE before recess, they may come to school in their PE uniform.

If a child has two lots of PE/Sport in one day, they may wear their PE uniform all day.

(Please note that the uniform rules may vary during the building project)

All garments, sports equipment, pencils and articles such as school bags, purses and books must be clearly marked with the child's name. Sports uniforms and smocks are sent home each Friday for washing, and parents should ensure they are returned, clean, on Mondays.

The only pieces of jewellery permitted are a watch and plain gold or silver ear studs.

Students are expected to wear the full sports uniform to all PE classes and sporting events. It is expected that all girls wear their full sports uniform when leaving the School grounds for sporting activities.

## **Uniform shop**

The School operates the uniform shop during the week on Tuesdays and Thursdays from 11.30am to 4.30pm. Additional open times are published in the newsletter and on the School website. Items of uniform can also be ordered online through Flexischools.

## **Second-hand uniform shop**

The LPA operates the second-hand uniform shop and proceeds are included in LPA fundraising for the School. Trading hours during term are 1.30pm to 4.30pm on Thursdays.

## **Lost property**

To make it easier for misplaced items to be returned, all garments must be clearly named. Lunch boxes and bags need to be clearly labelled as well as all items of clothing including underwear, socks and shoes as the girls change for swimming and sport. Parents should encourage their child to put clothing into lockers or bags.

Staff make every effort to trace items of lost property; they place any articles that are not claimed in the lost property box near the back stairs at Blairholme and near the Junior School office at Montrose.

# **WORKING WITH CHILDREN CHECK**

Lauriston Girls' School takes the protection of children seriously and we are committed to providing a safe environment for all of our students. Lauriston has systems and procedures in place to ensure all children in our care are safe and we continue to review these as we implement the Child Safe Standards. If parents would like to accompany classes on excursions, you are required to have a WWCC which can be applied for at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). Alternatively, you may pick up a form at the Post Office. This WWCC needs to be submitted to the Junior School Executive Assistant.

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